

**US House of Representatives
Wounded Warrior Fellowship Program
Vacancy Announcement**

Job Title: Staff Assistant/Legislative Aide

Member: Congressman Jason Chaffetz

Office Location: 2236 Rayburn House Office Building, Washington, DC, 20515

Date Needed: Open Until Filled

Job Summary:

The position is for Staff Assistant/Legislative Aide in the Washington, DC Congressional Office. Primary responsibilities are to facilitate and coordinate responses to a wide range of requests received from senior staff, constituents, and other office visitors. The position will also include a legislative portfolio that will include military and veteran's affairs issues. The position will also facilitate and coordinate with Utah-based staff and caseworkers to help constituents interact with administrative and government agencies by acting as facilitators, ombudsmen and, in some cases, advocates. The individual holding this position is also responsible for keeping the Congressman current on issues of concern and systemic problems that may require his involvement.

Job Duties and Responsibilities:

The incumbent for this position will serve as an office assistant for senior staff and the Congressman in addition to a legislative aide on policy and legislative items within the Department of Defense and Veterans Administration issue areas. Duties will include attending constituent meetings, legislative briefings, and conducting policy analysis. The candidate will also be required to review constituent correspondence within their issue area and draft first-draft responses. Additionally, the employee will be responsible to perform other duties as assigned by the Congressman, Chief of Staff, and other staff members.

Requirements: This program is limited to veterans who have served on active duty since September 11, 2001, with less than 20 years of service and have a minimum 30% disability rating from the Department of Veterans Affairs. High school degree required, some college courses preferred but not required. Professional education through the U.S. military is highly encouraged. Excellent communication and organizational skills. Recent experience with and understanding of the U.S. Military and Department of Veterans' Affairs structure, procedures, and policies. Service-oriented, positive attitude, and strong teamwork ability."

Salary: Commensurate with experience.

Contact: Interested veterans should visit www.cao.house.gov for more information. Please submit a resume, a DD214 and a letter from the VA indicating a 30% or greater rating to housewoundedwarriors@mail.house.gov. Do not send resumes directly to the office of Congressman Chaffetz.

The Wounded Warrior Program was established to create fellowships that will provide employment opportunities for wounded or disabled veterans within the House of Representatives in Washington, DC and in district offices nationwide. Those selected for the program will be employed by the Office of the Chief Administrative Officer but will be given the opportunity to work in Member, committee and leadership offices and, if a fit is found, transition into full-time employment. However, full time employment is not guaranteed at the conclusion of the two year fellowship.